

Firm & Address			Contract #	Location		Start Date This Season								% Completed						Contract Amount						
Telephone # _____			Federal #																							
Fax # _____																										
Employment Data			Work Hours of Employment												Enter # of Total Employment								New Hires for Month			
Occupation Please see instructions for list of trades	Union	Local No.	Classification	Total Employees Hours		Black Hours		Hispanic Hours		American Indian Hours		Asian Hours		Min. % Total Work Hours		All Employees		Minority Employees		Hartford Residents Hours						
				M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F		F	BM	HM	AIM /A		
			Craft Worker																							
			Apprentice																							
			Trainee																							
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**MONTHLY MINORITY/WOMEN BUSINESS ENTERPRISE
(M/WBE) PAYMENT STATUS REPORT
CONSTRUCTION PROJECTS**

Month Ending _____

1. Prime or General Contractor/
Construction Manager Name

2. Contract #/Project Name

3. What % of Project is completed,
to date _____
4. Contract/Project construction cost
(include change orders) _____
5. Total value of all M/WBE Contracts to date _____
6. Listing of M/WBE Contracts awarded*
Report below the information as requested regarding the contract payments made to date to Minority/Women Business Enterprises participating on this project and including MBE/WBE countersigned payment confirmation.

Company Name/Address	Total Contract Amount	MBE or WBE	Total Money Paid to Date	MBE/WBE Confirmation Signature	M/WBE Group				
					AN AI	A PI	B	H	W
AN = Alaskan Native AI = American Indian A = Asian PI = Pacific Islander B = Black Non-Hispanic H = Hispanic W = White Non-Hispanic									

Type or Print Name and Title

Signature of Company Official/ Date

* (Please use additional sheets if necessary)

INSTRUCTIONS FOR FILING MONTHLY UTILIZATION REPORT

On each and every construction project, contractors are required to demonstrate “good faith effort” in hiring minorities and women into their work force.

The following definitions are considered appropriate for use in reporting construction contractor employment of craftspersons:

1. Recall or Rehire - (after a seasonal shutdown) - a craftsperson who worked for a contractor the previous construction season and who is recalled for work by the same contractor when the same project commences in the next construction season.
2. Transfer - A craftsperson who works for a contractor and who moves from project to project working for the same contractor. Employment would tend to be continuous; transfers to other projects would be based upon workload requirements; and periods of unemployment would be due to vacation or seasonal shutdown.
3. New Hire -
 - a. A person working for a contractor for the first time (regardless of previous work experience with another contractor).
 - b. Each employee referral from a union or hiring hall in response to a request by the contractor. In this case, the employee might have worked for the contractor on previous projects. However, he has worked for other contractors in the interim, or has been unemployed for three months or more during the active construction season.

The above definitions would be applied as follows:

- A. Normally, foreman, supervisors, superintendents and management officials are considered permanent employees. They are usually salaried and represent company management. They are usually not referred by unions nor are they hired for particular projects.
 - B. The contractor may make a name request and these can take priority (even if the employee is on another job; decision to accept is up to the employee). A specific request for a minority can be made at any time. A request for a nonminority can only be made if the contractor can demonstrate proper representation and affirmative action with his current work force.
 - C. It should be noted that if the employee has been employed by other contractors between jobs or during the seasonal shutdown, the employee has thus had a break in continuous employment with one contractor and any decision to employ him/her would be a new hire.
4. Hartford Residency Hours - The total number of hours worked by employees who are residents of Hartford for each trade classification.
 5. Hartford Residency Summary - Total number of employees working in all trade classifications during the reporting period.
Total number of Hartford residents working in all trade classifications during the reporting period.

Special Note:

In job classifications where minority and/or female utilization is not being achieved, it will be necessary for the contractor to fully document and substantiate, in accordance with the applicable definition, employees in the affected job classification(s) claim as transfers or recalls. Failure to provide such documentation may result in the scheduling of a full scale E.E.O. compliance review.

List of Trades

Trade Title	Trade Title
Steamfitters	Asbestos Workers/Insulators
Teamsters	Operating Engineers
Caulkers	Carpenters
Laborers	Latherers
Tile Finishers	Tile Setters
Theatrical Equipment Installers	Masons
Sprinkler Fitters	Electricians
Plumbers	Glaziers
Roofers	Iron Workers
Sheet Metal Workers	Elevator Constructors
Taners	Painters
Plasterers	